

# Referencing guide

Training

**Centre**  
Rebuilding the centre ground

This document sets out how to reference articles and papers. Within our work, we reference external sources whenever they are mentioned. This could include statistics, quotes from other individuals, even if they are a member, and any specific ideas that have been taken from other pieces of work.

# Referencing within an article

For articles, you can simply hyperlink any sources next to the area you are including your reference. For instance: "The NHS is under strain with the number of flu cases rising sharply (<https://www.bbc.co.uk/news/articles/c047ky5qv4ro>) during the Christmas period".

If you need to add a footnote for a more complex reference, include the number, for instance (1), next to the sentence you are referencing. At the end of the article, list the numbers in brackets and write out the full reference next to each number using the same format as you would to footnote a paper. The bibliography should be in the same order as the references are in the text. So reference 1 of the bibliography should match the reference marked (1) in the text.

However, for any links in your article, please instead write the word "Link" and hyperlink the website page you want to link to. For example:

## A reference in the article

"The NHS is under strain with the number of flu cases rising sharply (2) during the Christmas period".

## Bibliography, at the end of the article

(2) Waltz, K. Theory of International Politics (London, McGraw Hill, 1979).

## Bibliography with a short reference, at the end of the article

(2) BBC News, North Korea Country Profile. Available at: Link [Accessed 23 July 2011].

# Referencing within a paper

For papers, include the number of each reference, for instance (1), next to the sentence you are referencing. At the end of the paper, create a bibliography section by listing the numbers in brackets and writing out the full reference next to each number. Please do not use any referencing software or “Footnotes” in Microsoft Word.

General referencing rules:

- Don't be afraid of using too many references; it is good to give credit for ideas and to show you have thoroughly researched the topic.
- For papers, make sure to use the full referencing style below.

You can see the full guide for referencing here from pages 15 to 18:

<https://interstate1965.wordpress.com/wp-content/uploads/2015/05/writing-and-referencing-in-interpol-2015-16.pdf>

## To reference a website

This covers any quotes or references directly from a website page. However, you should not use this style of reference if you are quoting from or referencing a PDF or other downloadable documents. Instead, use “To reference a document from the Government, International Organisation, Corporation, or NGO”

### Footnote

BBC News, North Korea Country Profile. Available at:

[http://news.bbc.co.uk/1/hi/world/asia-pacific/country\\_profiles/1131421.stm](http://news.bbc.co.uk/1/hi/world/asia-pacific/country_profiles/1131421.stm)

[Accessed 23 July 2011].

### Plain text version of the footnote

News site, title. Available at: link to site [Accessed day, month, year].

## To reference a book

A book can be identified by having a single title for the whole publication. Unlike a journal article, it does not have a separate journal name, volume, or issue number.

### Footnote

Waltz, K. Theory of International Politics (London, McGraw Hill, 1979), p. 117.

### Plain text version of the footnote

Last name of the author, first name initial. Title  
(city it was published in, publisher, date published), page number.

### Bibliography

Waltz, K. Theory of International Politics (London, McGraw Hill, 1979).

## **To reference a document from the Government, International Organisation, Corporation, or NGO**

This covers PDF or other downloadable documents. It includes documents by the government, for example, a government report, an NGO, such as a yearly report of a charity or non-profit, or a document released by a company.

### **Footnote**

House of Commons Foreign Affairs Committee, 'Cultural Diplomacy' (London, Her Majesty's Stationery Office, 1987), p. 7.

### **Plain text version of the footnote**

Name of the organisation, 'name of the publication' (city, printer, date), page number,

## **To reference a journal article**

This covers academic articles published within a journal. It can be identified by having both the title of the individual article and the name of the journal in which it appears. It will usually also include a volume number and issue number.

### **Footnote**

Wendt, A. 'The Agent-Structure Problem in International Relations Theory', International Organisation, 41 (1987) p. 49.

### **Plain text version of the footnote**

Last name of the author, first name initial. 'Title', name of the journal, number of the journal article (date it was published), page number.

## **An annex with statistics, an interview or a source created for the paper**

This covers original material produced or collected as part of the research. It can be identified because the source is created directly by the Centre Think Tank rather than being from an external organisation or publication for the specific paper, such as interview transcripts, survey results, original datasets, tables, graphs, or additional evidence included in an annex.

### **Footnote**

Annex 1

### **Plain text version of the footnote**

Number of the Annex, Annex name

### **Bibliography**

Annex 1

[Add full interview, statistics or source below]

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